

Sonali Bank PLC.
Credible and Smart

No.HRMD/SEC-3/PF/SO-18847/6492

Date : 15 August 2024

MD SHOEB (G-41955)
Passport No. A15614559
Senior Officer
Sonali Bank PLC.
Kamarkhali Branch, Faridpur
Bangladesh.


Subject : Sanction of 10 (Ten) days' leave outside Bangladesh with full pay to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA).

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC. General Manager's Office, Faridpur, vide their letter no-2530 dated 30 June 2024 the authority has sanctioned 10 (Ten) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions:

- (1) This sanctioned leave will be treated as leave outside Bangladesh only to perform the Holy Umrah;
- (2) You will have to bear all expenses for the proposed visit;
- (3) There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh;
- (4) Staying abroad over the sanctioned leave will not be allowed; and
- (5) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully


(Masud Ahmed Khan)
Assistant General Manager
Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka

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Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC, General Manager's Office, Faridpur.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Faridpur.
03. Manager, Sonali Bank PLC, Kamarkhali Branch, Faridpur. They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.


Assistant General Manager
Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.